# LinkedIn

LinkedIn has been designed for professional networking, recruiting, and job searching. This handout has been designed and recommendations are geared to help you properly lock the profile down completely.

Please feel free to alter your profile to your specific goals/needs.

After logging into your account, click the photo icon in the top right corner, Click "Manage" next to Privacy & Settings.

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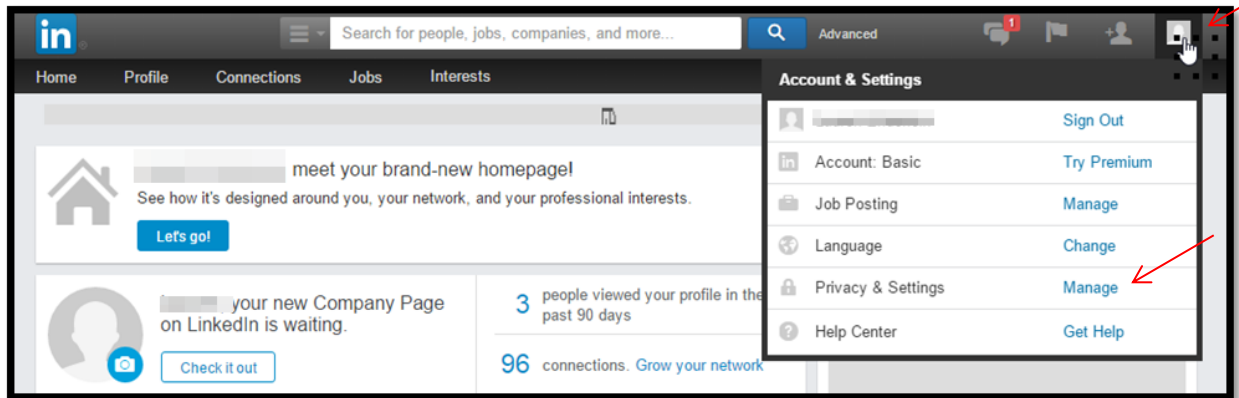
Under **Basics**, you have a variety of settings:

Basics

|	
Email addresses	Change
Add or remove email addresses on your account	1 email address
Phone numbers	Change
Add a phone number in case you have trouble signing in	0 phone numbers
Change password	Change
Choose a unique password to protect your account	
Language	Change
Select the language you use on LinkedIn	English
Name, location, and industry	Change
Choose how your name and other profile fields appear to other members	
Where you're signed in	Change
See your active sessions, and sign out if you'd like	1 active session
Auto-play videos	Change
Choose if you want videos in your feed to auto-play	No
Showing profile photos	Change
Choose whether to show or hide profile photos of other members	Only you
Getting an archive of your data	Change
Download an archive of your account data, posts, connections, and more	

- Email Addresses: Here, you can add or remove email addresses from your account
- Phone Numbers: It is recommended that you do not associate your phone number with your account.
- Change Password: Manage your password
- Language: Select your language preferences
- Name, location, and industry: choose how your name and other information appears on your page
- Where You're signed in: See below
- Auto-play videos: Here, you can disable the video auto-play features.
- Showing profile photos: See below
- Getting an archive of your data: See below

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Where You're Signed In
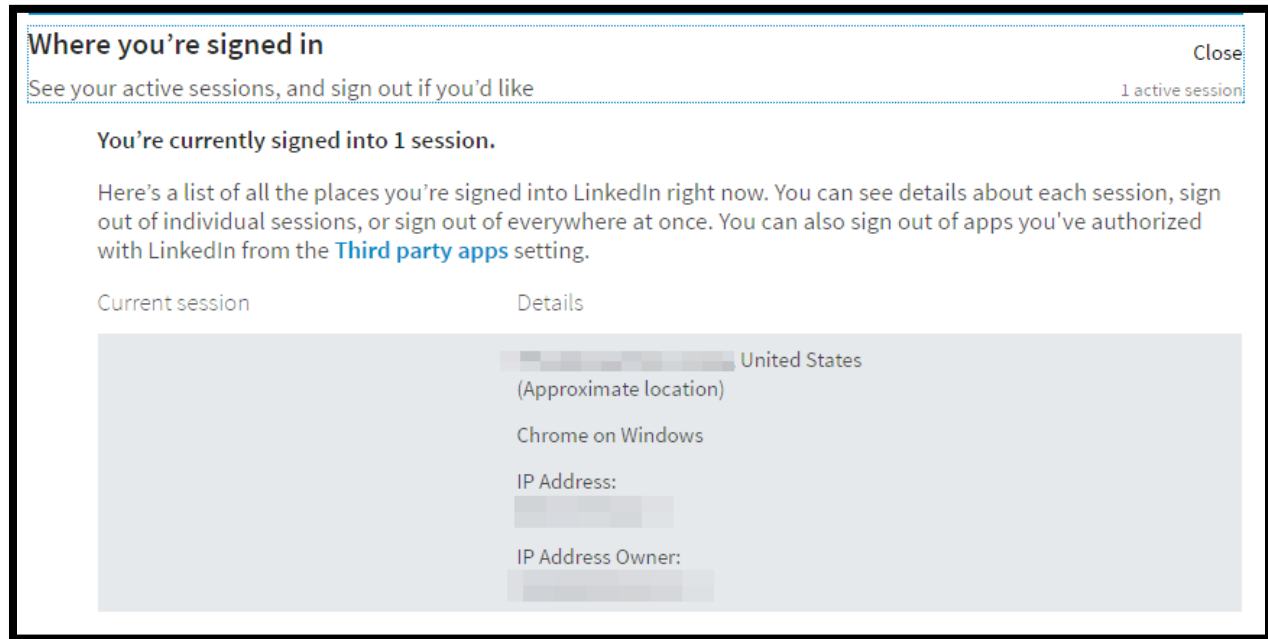
- Under "Where you're signed in", you can see your active sessions and sign out. Select close and enter your password to close the active session you wish to remove.

Showing Profile Pictures
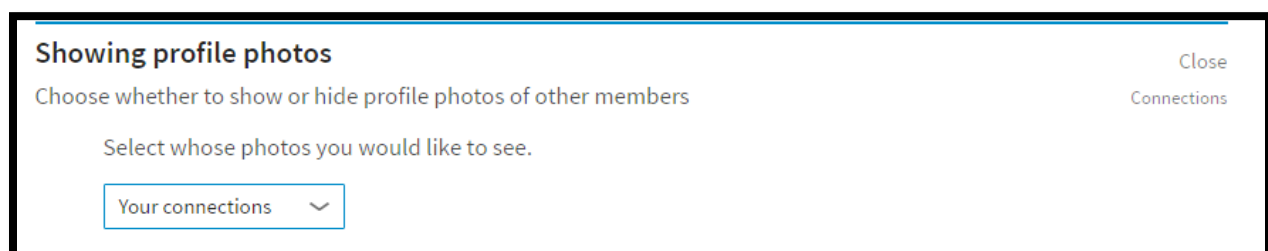
- Under "Showing profile photos", you can edit who can see your profile photos. It is recommended that you select "Your Connections" or "No One".

Request Your Data Archive

- Under "Request your data archive", you can Download your LinkedIn data, including your activity, account history, etc.

Third Parties

Under the "Basics" menu, you will find the "Third Parties" Menu.
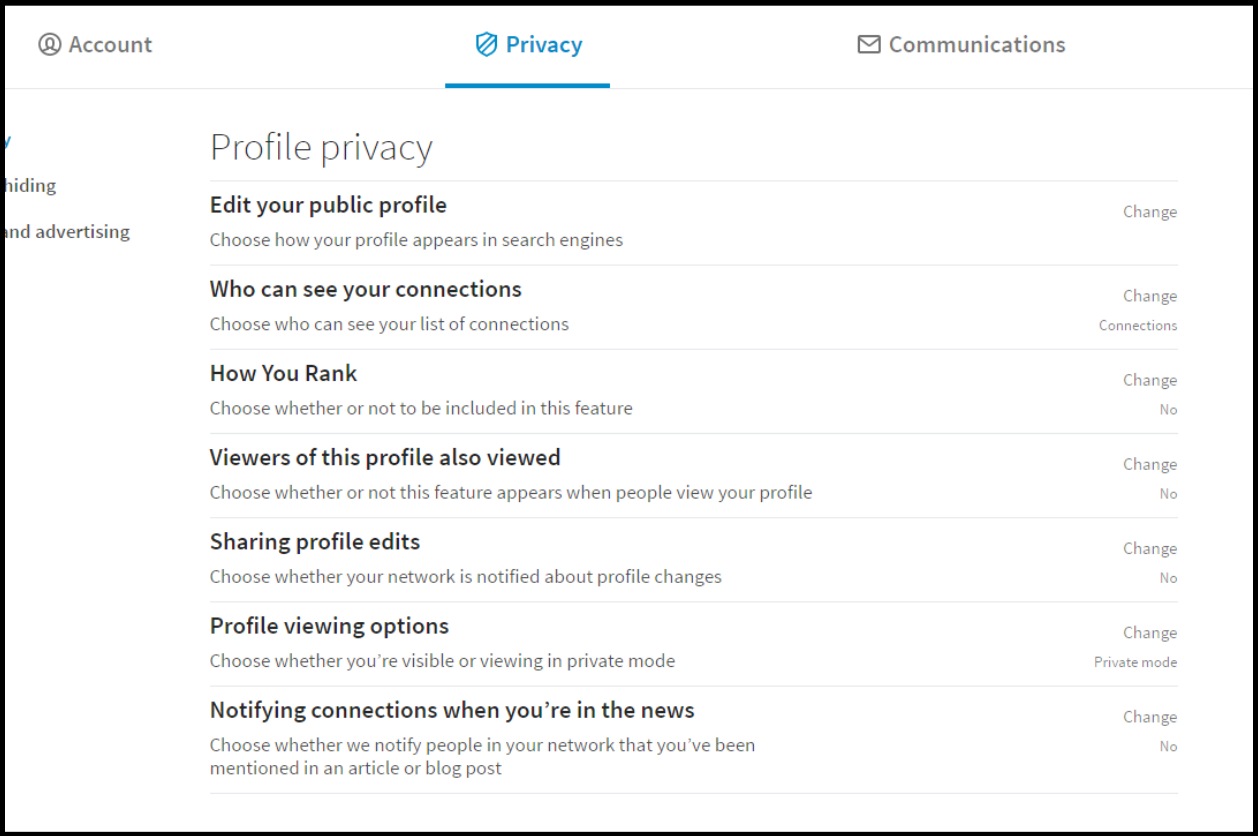
- Third Party Apps: Here, you can view apps you have authorized to utilize your LinkedIn data. It is recommended that you do not allow any Third party apps to have access to your data
- Twitter/WeChat Settings: Here, you can manage your Twitter or WeChat account. It is recommended that you do not link these accounts to your LinkedIn.

Privacy Menu
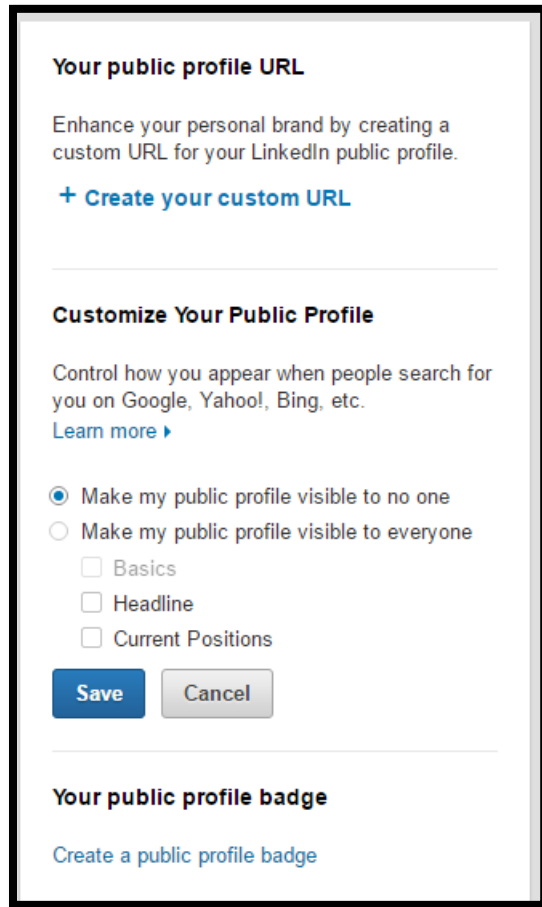
Under the Privacy Menu, there are a variety of settings:

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Edit your public profile

- Under public profile, you can create a custom URL. It is recommended that is you create a custom URL, do not use your name or any information relevant to you (frequent usernames, etc), but a random string of letters and numbers.
- Under "Customize Your Public Profile", you can select how your public profile appears in Search Engines. It is recommended that you select "Make my public profile visible to no one". If, however, you prefer, you can select "Make my public profile visible to everyone" and provide only the Basics and/or headline information.
- Your public profile badge: here, you can select how you want your "View My Profile" button to look.

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Who can see your connections

- Here, you can decide who you want to have access to your connections. It is your preference if you select Only You or Your connections.

How You Rank

- Here, you can choose to turn off a feature showing your ranking amongst your connections and colleagues. It is recommended that you turn this feature off.

Viewers of this profile also viewed

- This features allows you to turn off the "Viewers of this page also viewed" box on your page. It is recommended that you turn this feature off.

Sharing Profile Edits

- This features allows you to choose whether your network is notified when you make changes to your profile. It is recommended that you turn this feature off.

Profile Viewing Options

- Here, you can choose whether you're visible or anonymous when you view someone else's profile. It is recommended that you select "Private Mode: Anonymous LinkedIn Member."

Notifying connections when you're in the news

- This features allows you choose if your connections are notified when you are mentioned in an article or blog post. It is recommended that you turn this feature off.

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Blocking and Hiding
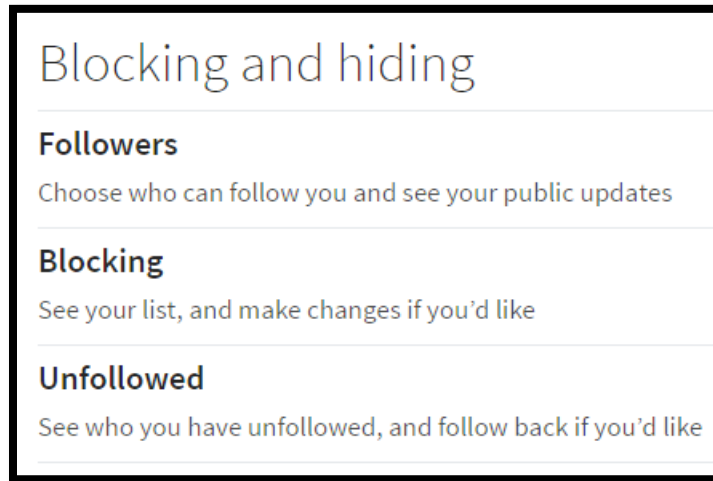
- <u>Followers</u>: See Below
- <u>Blocking</u>: Here, you can manage users you have blocked
- <u>Unfollowed</u>: Here, you can manage users you have unfollowed.

Followers
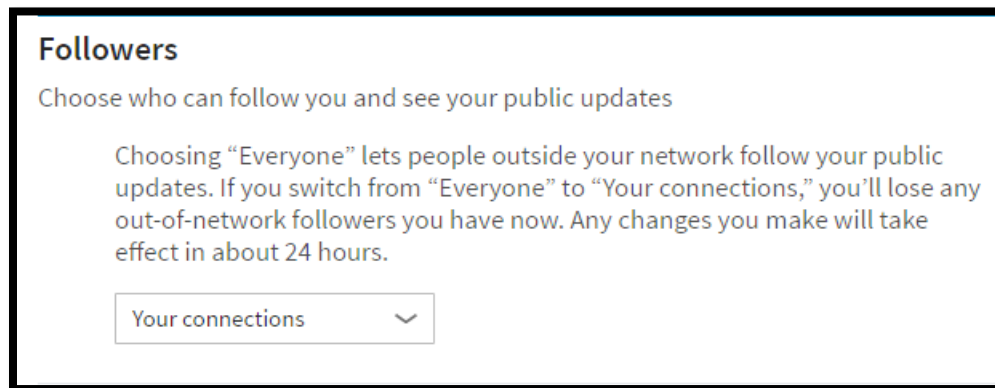
- Here, you can choose who can follow you and see your public updates. It is recommended you select "Your connections"

Data Privacy and Advertising

Under Data privacy and advertising, you can manage:

Suggesting You as a Connection Based on Your Email Address

- Here, you can choose who can see you as a suggested connection if they have your email address. If someone has uploaded their contacts to LinkedIn and has your email address, LinkedIn may suggest they invite you to connect. It is recommended you select Nobody.

Suggesting you as a connection based on your Phone Number

Suggesting you as a connection based on your phone number   Close

Choose who can see you as a suggested connection if they have your phone   Nobody
number

Nobody   ⌄

People can upload their contacts to LinkedIn to discover potential connections. If someone has your phone
number in their contacts, we may suggest they invite you to connect – it's your choice whether or not to accept.

- Here, you can choose who can see you as a suggested connection if they have your phone number. If someone has uploaded their contacts to LinkedIn and has your phone number, LinkedIn may suggest they invite you to connect. It is recommended you select Nobody.

Representing your organization

Representing your organization

Choose if we can show your profile information on your employer's pages

Hide my picture and profile information from showing up in this section of a
job detail page?

Yes 🔵

- Here, you can choose if LinkedIn can display your profile information on your employer's page. It is recommended that you select "yes" to keep your profile hidden.

Sharing data with third parties

- Here, you can choose if LinkedIn is allowed to share your profile information and contact information with third party applications. It is recommended you select "No" for both options.

Advertising Preferences

- This feature allows you to choose whether LinkedIn can use cookies from third party sites to personalize your ads. It is recommended that you select "No".
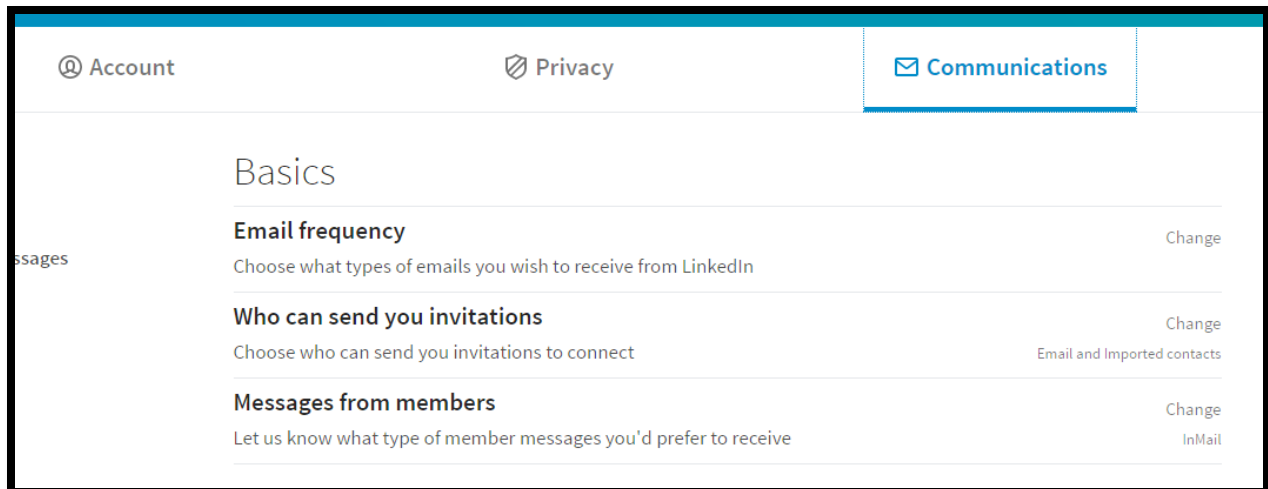
Security
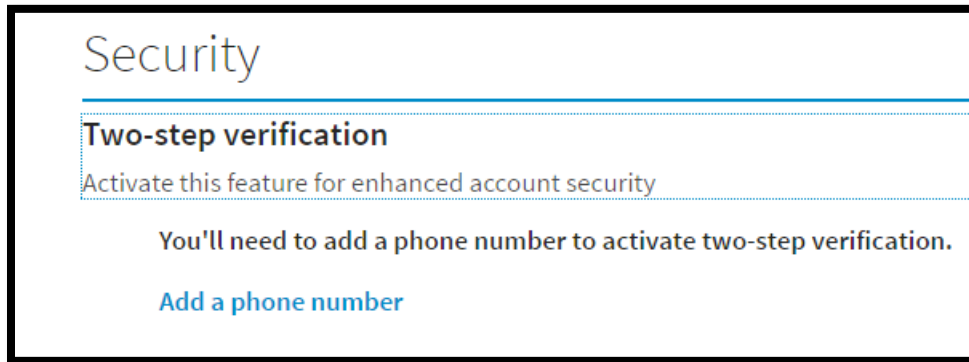
- Under "Security", you can choose to activate two-step verification. It is recommended that you do not associate your phone number with your account.
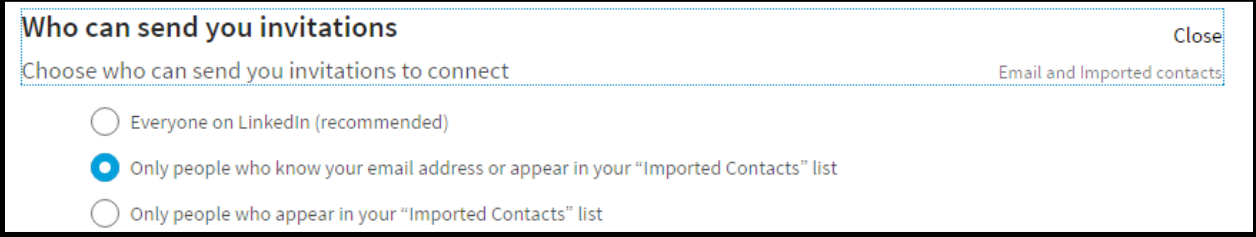
Communications Menu

Under Communications: Basics are the following:

- Email frequency: Here, you can alter the type and frequency of the emails you receive from LinkedIn.
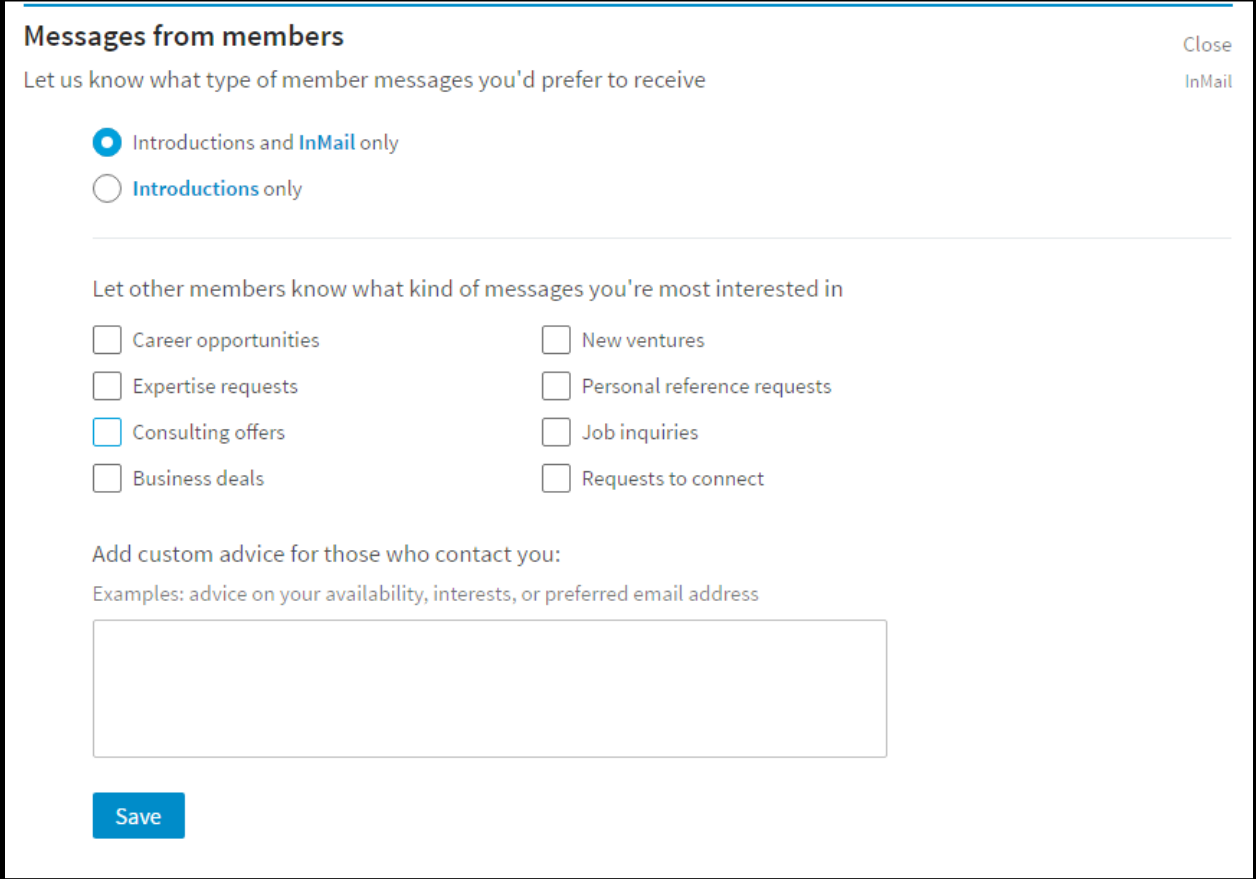
Who can send you invitations

- Here, you can choose who can send you connection invitations. It is recommended that you select "Only people who know your Imported Contacts" list. It is also recommended that you do not import your contacts list to your LinkedIn.

Messages from members

- Here, you can select what types of messages you prefer to receive. You can also choose to advertise what types of messages you wish to receive.

Groups

- Group Invitations: Here, you can choose whether you want to receive group invitations.
- Group notifications: Here, you can choose whether your network is notified when you join a group. It is recommended that you select no.

LinkedIn Messages

Participate in research

- Here, you can choose if you'd like to receive invitations to participate in research. It is recommended that you select No.

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Partner InMail   Close

Choose if LinkedIn partners can send you InMail   No

LinkedIn Sponsored InMails are messages from our partners with
informational or promotional content that is part of a marketing or hiring
campaign. These Sponsored InMails are sent to LinkedIn users based on non-
personal information, such as the title of your current position, your primary
industry, or your region, and are not from individual recruiters using LinkedIn.
Your name and e-mail address will not be disclosed to LinkedIn's marketing
partners.

LinkedIn's marketing partners may send you informational and promotional
messages.

No ( )

LinkedIn's hiring campaign partners may send you informational and
promotional messages.

No ( )

- Here, you can choose if you want LinkedIn's marketing partners to send you messages or promotional messages. It is recommended that you select No for both options.